TraiNet/VCS Help Desk Newsletter

TraiNet 2 Service Pack 2 Released

A new mandatory update for TraiNet has been released and is available for immediate download from http://trainet.usaid.org. Please note you must have installed Service Pack 1 before installing this latest update. You can see directions on how to check for Service Pack 1 and how to get it, if needed, here.

This update contains a number of changes that will reduce potential errors and ease data entry. It also provides addresses for all of the Colleges and Universities in the default list provided with TraiNet 2 and it updates the City and State lists to condense any duplicated records imported from legacy systems like PTMS or TMS.

Hints and Tips

Everyone: Until the VCS is programmed to send alert emails it is strongly recommended that Initiators, Verifiers and Approvers communicate with each other. Initiators, tell your Verifier when you have made changes that need their attention. Verifiers, send word to your Approver when you have information for their action. Current instructions are for Verifiers and Approvers to check their queues every day.

Verifiers and Approvers: Make sure you go to https://vcs.usaid.org when you

For US training programs there will now be a screen in the program wizard to enter/edit/view the training facility address. You will also see this address in the Training Component wizards when working on US training component.

In the wizard to enroll existing or new trainees in a US program, there will now be a screen to enter/edit/view that trainee's US School Address. This address is required before a trainee can be verified or approved.

There are several other minor changes that will help reduce the likelihood of errors. Field of Study codes are now displayed along side the Field of Study name in the Training Program Wizard and the Training Program Overview tab. Remember, in VCS, fields of study appear as a subject field code–selecting a field of study without a code in TraiNet will result in an error in VCS.
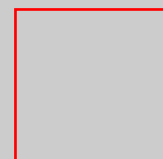
Finally, in the wizard to add an existing trainee to a program you will now see additional information, including the date of birth and the country of residence, to help you select the correct trainee in those cases where you have multiple trainees with the same name.

Directions for downloading and installing this latest update are on the TraiNet website at http://trainet.usaid.org. If you need help, email the helpdesk at trainet@usaid.gov, or visit the USAID

need to verify or approve trainees in the VCS. It is important that the first part of the URL address is "https". Remember, you do not have to use TraiNet to do anything in your roles of Verifier or Approver.

Initiators, Verifiers, and Approvers: Make sure that the name, date of birth, city of birth and passport number matches the information contained in a trainee's passport exactly. This will reduce the possibility for problems at the consulate and the U.S. Port of Entry.

TraiNet–Training Program Details: Always enter a budget for a program with US components, even if it is a rough estimate. This program budget is divided by the number of non–cancelled trainees to create the per–person budget amount required for the VCS.

Training website at
http://www.USAIDtraining.net.

Thanks and best regards.